



CITY PLANNING DEPARTMENT

MEMORANDUM

DATE: JULY 15, 2022

TO: DESIGN REVIEW COMMITTEE
JAMES MAKEPEACE, MAKEPEACE ENGINEERING

FROM: TIM ACKLIN, PLANNING & DEVELOPMENT DEPARTMENT

SUBJECT: COMMERCIAL DESIGN REVIEW PROJECT
CHILED A TRAINING CENTER- 3716 MORMON COULEE RD

Design Review Committee Members:

Cory Brandl, Police Department
Tim Acklin, Planning & Development Department
Matt Gallagher, Engineering Department
Yuri Nasonovs, Engineering Department
Mike Suntken, Fire Department- Community Risk Management
Jason Riley, Fire Department- Community Risk Management
Brian Asp, Stormwater Utility
Kyle Soden, Fire Department- Division of Fire Protection and Building Safety
Brian Asp, Utilities Department
Dan Trussoni, Parks, Recreation, and Forestry Department
Jamie Hassemer, Engineering Department
Stephanie Sward, Engineering Department
Cullen Haldeman, Engineering Department

On June 28, 2022 plans were submitted to the Design Review Committee for review of an addition to the building (Chileda) located at 3716 Mormon Coulee Rd. The following comments/feedback have been provided.

All revised plans in accordance with this memo must be submitted to the Planning and Development Department for review, unless otherwise stated. No permits will be issued for this project by the Division of Fire Prevention and Building Safety until they receive written confirmation/approval from the Planning and Development Department.

Requirements Prior to Issuance of a Demolition or Footing & Foundation Permit

- 1) Approval of a Certified Survey Map. (If applicable)
- 2) Combination of parcels for project site. (If applicable)

- 3) Approval of Final Plans from the Engineering Department.
- 4) Approval of Final Plans from the Utility/Water Department.
- 5) Approval of Final Plans from the Division of Fire Prevention and Building Safety (Inspections)

Requirements Prior to Issuance of a Building Permit

- 1) Approval of Final Plans from the Planning and Development Department.

Requirements Prior to Issuance of an Occupancy Permit

- 1) A Letter of Credit in the estimated cost amount of the proposed landscaping has been submitted to the Planning and Development Department to guarantee the proper installation and growth of all landscape improvements proposed in the approved Landscape Plan **OR** all proposed landscaping in the approved Landscape Plan has been installed.
- 2) A stamped letter of substantial completion from the design engineer of the project within 10 days of completion.
- 3) Field review and approval of the completed stormwater management facility by the City's Utilities Department.

Engineering Department (Traffic) - (Contact-Matt Gallager-789-7392, Stephanie Sward-789-8171, Jamie Hassemer- 789-8182, Cullen Haldeman- 789-8185)

- 1) Will need to see a parking plan to make sure there are enough ADA parking spaces, green space, setbacks, dimensions of parking spaces and drive aisles. Include on Site Plan. (Stephanie Sward)
- 2) Any exterior lighting must provide photometric- Cut sheets and upgrade to existing lighting.
- 3) Follow ADA guidelines for a walkway in the public right of way. No more than 2% cross slope. The running grade of this walk path can be up to 5%. If they exceed 5%, they will need to have another landing stone that is 2% by 2% no more than 35 feet apart from another landing stone. (Cullen Haldeman)

Division of Fire Protection and Building Safety (Building and Inspections Department) **(Contact-Mike Suntken- 789-7583, Jason Riley- 789-7585)**

1. If over 16 fixtures plans will require review from the State.
2. 1-inch existing service may be too small. Provide calculation to show that it is adequate.
3. Will need to submit an Impervious Change Form.
4. The building and HVAC plans will need to be reviewed by the State prior to municipal review and permit application approval since this is an addition that exceeds 50,000 cu/ft.
5. The address on the submitted plans is incorrect. Revise to show the correct address of the site.
6. The elevator will need separate plan review by the State and inspections will be conducted by an independent agency. More info can be found here: <https://dsps.wi.gov/Pages/Programs/Elevators/Default.aspx>
7. If the entrance to the addition is intended to be the new main entrance to the building, one of the required accessible parking spaces and access aisles will need to be located closest to that entrance. If this is planned to be a secondary entrance there will need to be an accessible route from the existing parking spaces to the entrance door per Chapter 4 of ICC ANSI 117.1-2009. Accessible parking spaces and aisles shall be sized per the

requirements of ICC A117.1-2009 Section 502 and provide signage per Section 502.7. One accessible parking space will need to be van accessible per 2015 IBC w/ WI Amendments Section 1106.5.

8. Separate permit applications will be needed for any fencing or signage that is planned for this project. If any demolition or land disturbance is planned to take place prior to the issuance of a building permit, a separate permit application will be required for that work.
9. The rear yard depth shown on the drawing does not meet the C1-Local Business Zoning requirements of 20' per Municipal Code 115-149(c)(2). An approved variance would be required to continue with the project as drawn. Follow this link for more information: <https://www.cityoflacrosse.org/your-government/departments/city-clerk/forms-chart/board-of-zoning-appeals>
10. Please fill out and submit back to CRM the attached Stormwater Utility Application form.

Police Department- Cory Brandl-789-7206

- 1) No concerns at this time.

Planning Department-(Contact-Tim Acklin-789-7391)

- 1) Can the addition be located on the north side of the building? Do they need that much parking? Preserve existing green space.
- 2) Addition must be separated from the parking lot by a landscaped buffer. (C4)
- 3) Must depict snow storage area on final site plan.
- 4) Must provide bicycle parking.

Utilities Department- (Brian Asp- 789-3897)

- 1) Will need to see a utility plan showing how they are servicing the new addition.

Engineering Department (Stormwater) - (Contact-Yuri Nasonovs-789-7594)

- 1) Per additional submittal this project is exempt from stormwater permit requirements.
- 2) If no new utilities proposed there is nothing else to review on this project. If this will change submittal has to be made to Engineering Department for review.

Fire Department- (Contact-Kyle Soden 789-7271)

- 1) No comments at this time.
- 2) If any new fire alarm system plan review is required.
- 3) If there is currently no KNOX BOX there will need to be one.

Parks, Recreation, and Forestry- (Contact-Dan Trussoni 789-4915)

- 1) Will need a Landscape Plan if applicable.